

**ASSISTANT FIRE CHIEF
STUDY GUIDE**

A written examination for the class of **ASSISTANT FIRE CHIEF** to be administered in **EASTBATON ROUGE #6** on **SEPTEMBER 18, 2008**, will consist of approximately **140** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE SERVICE ADMINISTRATION Knowledge of the principles of effective fire service management and administration, involving management theory, researching, planning, organizing, directing, inspecting, and evaluating departmental operations; and budget preparation.	19.3%
MANAGING EQUIPMENT/PROPERTY/SUPPLIES Knowledge of the management, maintenance, and purchasing of equipment, property and supplies, including verifying that equipment is tested and meets applicable standards.	5.7%
RECORDS AND REPORTS Knowledge of effective records-keeping practices, including preparation, content, format, and control; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports.	8.6%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	8.6%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.	19.3%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAINING Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.	5.7%
FIREGROUND COMMAND Knowledge of fireground command procedures sufficient to direct emergency scene operations, train employees, and to supervise subordinate employees at the scene of an emergency in the following areas: performing size-up; directing rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage, overhaul, first aid, CPR, and emergency medical services; acting as part of the fire attack team; overseeing safety procedures; and handling hazardous materials; and maintaining fireground communications.	25.0%
FIRE INSPECTION AND INVESTIGATION Knowledge of fire inspection and investigation procedures sufficient to perform the duties related to pre-fire planning, fire inspections, and fire investigations, including preservation of evidence, and court testimony.	7.9%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

- Essentials of Firefighting, 4th ed., 1998.
- Pumping Apparatus Driver/Operator Handbook, 1st ed., 1999.
- Introduction to Fire Origin and Cause, 3rd ed., 2005.
- Fire Department Company Officer, 3rd ed., 1998.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection

Publications.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 3rd ed., 1999.

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., A Simon & Schuster Company, Upper Saddle River, NJ 07458, 8th ed., 2000.

LOW FIDELITY TESTING: SME panel of AFC's & DEPFC's. 3/27/03.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.